



<b>Job Title</b>	<b>Courtroom Assistant</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>12088</b>

### Class Specification – Courtroom Assistant

**Summary Statement:** The purpose of this position is to provide paraprofessional support in the judicial processing of courtroom activities and cases. This is accomplished by performing duties requiring specialized knowledge in courtroom methods. Technical duties involve the processing of cases and the application of policy and procedure to legal requirements of warrants, bail, bonds, jail, jury, monies, speedy trial, and compliance with orders. Other duties may include: courtroom jail clerk, referee clerk, juvenile jail preparation, maintaining deferred sentence dockets, and Jury Commissioner duties.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
70%	Manages courtroom activities and functions by providing administrative and paraprofessional support to the Judges and court staff. Maintains order and decorum in the courtroom; enforces courtroom rules and professional protocols; administers witness oaths; maintains efficient in-court case flow processing; ensures the accuracy and timely entry of case dispositions in the case management system; coordinates interpreter, attorney, witness, and legal guardian appearances in court; calculates and clarifies judicial sentences; reviews file for inclusion of reports; directs jurors assigned to a courtroom; marks exhibits when admitted as evidence; compiles legal documents and verifies charges for accuracy and legal sufficiency; schedules future court dates. Provides research for criminal and traffic histories; notifies law enforcement of wants and warrants; interprets judicial directives and ensures execution and compliance with court orders; resolves inquiries regarding case status and court procedures; identifies operational and administrative inefficiencies; prepares and maintains judicial surveys; and provides technical and functional direction to court staff utilizing acquired knowledge of policies and procedures, and accounting practices.
10%	Prepares court dockets to ensure required documents are present; becomes fully familiar with pertinent conditions, sentence, and pending issues for each case. Reviews cases prior to court sessions in preparation of judicial review; verifies all cases are scheduled, any active bench warrants, screens, and rewrites juvenile cases; coordinates with law enforcement any detainee needing to appear at court and administers any legal documents necessary; coordinates court date with detention center if applicable; verifies bond amounts, retained attorneys, interpreter appearance, compliance with probation requirements, and monies due; researches, identifies, and consults with court staff on cases requiring attention; identifies and resolves any case



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	related issues; ensures accuracy and sufficiency of legal documents to meet jurisdictional requirements; updates electronic case files; prepares courtroom for proceeding including recording devices; processes defendants to be called on cases; and notifies judges of any cases needing special attention.
5%	Clears The Court Docket and Closes the Session. Collects court documents from various court departments; reviews entries on official court record for accurate data input and consistency in court record and alerts of any discrepancies; maintains and records any evidence or exhibits; arranges for release or retention of weapons and evidence; calendars future court dates; verifies defendant compliance with court orders; advises judge of any non-compliance and general implementation of post disposition orders; corresponds with jail facility on inmates confined; follows up with law enforcement process of service documents, jail, DMV, and court appointed counsel; records jury deposits and court dates; monitors defendant's compliance with court orders if necessary; prepares correspondence to law enforcement of any charging document insufficiencies; and maintain accurate statistics.
5%	Manages appeal process of cases filed. Serves as point of contact for appeal filings; processes and monitors the intake of all appeal cases filed; prepares, reviews, and files the court record with District Court; follows mandated deadlines for filings; monitors status in District Court; and prepares and reviews all requests for court hearing transcripts.
5%	May be required to manage and coordinate the Court's jury selection process as Jury Commissioner. Summons prospective jurors; selects and impanels citizens for jury service; assembles jurors called; resolves juror inquiries; maintains official jury records; reviews and verifies jury excusals; prepares case files with jury instructions; updates and maintains accurate records in jury management system; prepares jury assembly room for use; retrieves requested jury pool and escorts into courtroom; prepares jury verdict forms; performs NCOA updates; assists with analysis for proper jury security; subpoenas jurors for failure to appear if needed; and attends annual training and meetings.
5%	May be required to manage and coordinate activities as Referee Clerk. Prepares court files for trials; schedules and coordinates witness appearance through subpoenas; closes session in case management system; prepares and manages subpoena process for trials; reviews, closes, and monitors sessions; prints session minutes; maintains official records; updates codes books; and merges referee orders with cases and files appropriately.



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### **Competencies Required:**

**Human Collaboration Skills:** Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports; prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** The equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by some college level coursework in public administration, judicial administration, criminal justice, business administration, legal, or a related field.

**Experience:** Three years of full-time administrative or clerical support experience including the preparation of legal documents and records used in court proceedings.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

### **Supervision Exercised:**

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.



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**Supervision Received:**

Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title has no budgetary responsibility.

**Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Frequently

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, court case management software, and outside agency justice information systems.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: October 2014